



MEDICAL TEACHING INSTITUTION  
AYUB MEDICAL COLLEGE (AMC)  
AYUB TEACHING HOSPITAL (ATH) ABBOTTABAD



# REQUEST FOR PROPOSAL

## **HIRING OF CONSULTANT FOR VALUATION OF FIXED ASSETS, CODING, TAGGING**

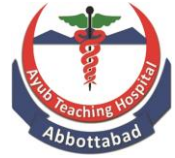
DEAN & CEO

Medical Teaching Institution  
Ayub Medical College Abbottabad,

Phone: 0992 – 920156



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### **A. Background**

Ayub Medical College and the associated Ayub Teaching Hospital Abbottabad is an autonomous Medical Teaching Institution under the Khyber Pakhtunkhwa Medical Teaching Institutions Act 2015. Ayub Teaching Hospital as an institution is providing preventive, curative / ameliorative, palliative and rehabilitative services. It also provides biosocial research, teaching and training facilities for all members of the hospital and health professionals which include not only doctors and nurses but also paramedics etc.

The affiliated Teaching Institutions for training are:

- a. Ayub Medical College
- b. Ayub College of Dentistry
- c. School of Nursing
- d. Paramedical Institute for Medical Technology (PIMT)

### **B. Invitation to bids**

MTI-AMC & ATH invites sealed bids / proposals for the hiring of Consultancy/Chartered Firm for valuation of fixed assets, coding and tagging of Ayub Medical College (AMC) and Ayub Teaching Hospital (ATH) Abbottabad in line with instructions/recommendations of the management of institution.

### **C. Instruction to Bidders**

1. The Medical Teaching Institution-Ayub Medical College & Ayub Teaching Hospital Abbottabad (MTI-AMC & ATH) seeks proposal from the firms for the valuation of fixed assets under quality and cost base selection (QCBS) as on 30th June 2022.
2. The registration with Khyber Pakhtunkhwa Revenue Authority (KPRA) is mandatory before the opening of the financial bids.
3. The sealed bids (separately marked as technical and financial) along with the documents/information as per request for proposal (RFP) should reach at the below mentioned address on or before **Thursday 19th January 2023 at 11:00 am**.
4. The technical proposals will be opened on the same day (bid closing date i.e. **19th January 2023, 11:00 am) at 11:30 am**, whereas the financial proposals of only technically qualified firms will be opened.
5. Pre-bid meeting of the prospective bidders will be held on **4th January 2023 at 11:30 am** in the conference room of Ayub Medical College Abbottabad.
6. Particulars of this Invitation together with detail TORs are available on the website of MTI-AMC & ATH ([www.ath.gov.pk](http://www.ath.gov.pk)). and Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) ([www.kppra.gov.pk](http://www.kppra.gov.pk)).
7. Ayub Medical College may ask for the Insurance guarantee from the successful bidder.

The scope of activities set the basis of technical approach to be adopted by the firms. The firms who will get highest marks in combined evaluation will be offered contract in accordance with the terms of the reference.



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**D. Conditions for eligibility**

The successful firm, fulfilling the following criteria, will be considered as eligible firm for the bidding process of Consultancy services;

- The firm should have complied with the bidding instructions.
- An affidavit indicating that the firm is not blacklisted by any Government Autonomous Body.
- Must have valid NTN.
- Must be registered with Khyber Pakhtunkhwa Revenue Authority (KPR) before opening of Financial Bids.

**E. Deliverables:**

The firm shall deliver the following deliverables.

1. Preparation of Fixed Asset Register separately for Ayub Medical College and Ayub Teaching Hospital.
2. Fixed Asset Register should provide details including but not limited to:
  - Serial No.
  - Code (with respect to category & location)
  - Description
  - Custodian
  - Date of purchase
  - Mode of acquisition
  - Cost
  - Rate of depreciation (life of an assets in consultation with the management)
  - Depreciation charge
  - Net book value
  - Make and Model of Vehicle/Motor Bike
  - Chassis No. Vehicle/Motor Bike
  - Engine No. Vehicle/Motor Bike
  - Status
  - Remarks
3. Valuation of the fixed assets of the institution MTI-AMC & ATH.
4. Complete tagging of all the fixed assets of institution MTI-AMC & ATH.
- 5.

**F. Work Plan and Reports:**

The successful bidder shall provide a work plan; physical count form and list of allocable resources with timelines for completion of assignment within 10 days of issuance of work order or signing of contract (whichever is earlier). Work will commence one day following the date of approval of the work plan by the institution and be completed within further 3 months.



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**G. Guidelines**

- Only those applicants fulfilling the eligibility criteria may apply. The financial proposal of technically qualified firms will be opened for further evaluation.
- All documents and information received by MTI-AMC & ATH from applicants will be treated in strictest confidence.
- Documents submitted to MTI-AMC & ATH will not be returned.
- All expenses related to participation in this tender document shall be borne by the applicants.
- Documents shall be submitted in a separate sealed envelopes marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” as hard copy in a sealed envelope for ‘Consultancy/Chartered Accountant Firm. The envelope containing hard copy of technical proposal and hard copy of financial proposal shall be received on the postal address given below.
- The closing date and time for receipt of technical proposal and financial proposal is on Thursday, at 11:00 am on 19<sup>th</sup> January 2023 and will be publically opened on same day 11:30 am in the Conference Room of Ayub Medical College Abbottabad, in the presence of the interested Consulting/Chartered Accountant firms or their representatives who may wish to attend.
- Technical and financial proposals received thereafter will not be accepted.
- MTI-AMC & ATH reserves the right to request submission of additional information from applicants in order to clarify/ further understand aspects of technical proposal, if required.
- MTI-AMC & ATH reserves the right to verify any information provided by the applicants.
- Questions about this technical proposal can be made only in writing: a letter or an e-mail at [financedirector@ath.gov.pk](mailto:financedirector@ath.gov.pk) and must be asked by or before the closing of bid submission date. For any other related information please contact the undersigned.
- For any additional services, as approved by MTI-AMC & ATH, outside the scope of the services as laid down in RFP; if in the opinion of the MTI-AMC & ATH, it is



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necessary to perform additional services during the currency of the contract for the purpose of the Project such additional Services shall be perform and professional fee will be charged based on the agreed fee and rates of staff as quoted in the financial proposals of the said assignment and subject to out of pocket expenses on same terms & condition as quoted and agreed in the financial quotation.

**Postal Address**

The Dean & CEO

Medical Teaching Institution,

Ayub Medical College

Mandian, Abbottabad

Phone: 0992-92015

Email: [financedirector@ath.gov.pk](mailto:financedirector@ath.gov.pk)



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### H. Technical Proposal Evaluation Criteria Weightage

Technical proposal should contain following and any additional information and the **copies of all required documents** should be attached in technical proposal for evaluation.

Sr. No.	Category	Marks
1.	Experience/ Affiliations/Offices/Enlistment	50
2.	Experience (Specific to valuation of Fixed Assets) of the Consultancy Firm//Chartered Accountant Firm	30
4.	Financial Statements & Annual Returns for last three years	20
<b>Total:</b>		<b>100</b>

**Note: Minimum qualifying marks are 70% i.e.; firms obtaining atleast 70% marks in technical evaluation.**

#### PARAMETERS OF FINANCIAL EVALUATION

Technical Bid: 80%, Financial Bid: 20%

**1-** Technical Bid Score: Marks obtained by Firm / 100 × 80% =

**2-** Financial Bid Score:  $M/B \times W =$

M → Minimum Bid

B → bid under consideration

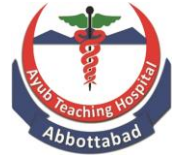
W → Weight

Merit Point Evaluation = Technical Bid Score + Financial Bid Score

Bid scoring highest marks on Merit Point Evaluation shall be considered as the Best Evaluated Bid.



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**I. Declaration**

Kindly provide the declaration as per format provided below at the end of proposal.

I, we \_\_\_\_\_ hereby declare that:

- All the information provided in the technical proposal is correct in all manners and respects and
- I am duly authorized by the Governing body/Board/Management to submit this proposal on behalf of "[name of organization]".

<b>Name</b>	
<b>Designation</b>	
<b>Signature</b>	
<b>Date and Place</b>	





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**J. Submission of Bids (Technical and Financial Proposal)**

Complete bid containing technical and financial proposal along with all required information and documentary evidences may be submitted by 11:00 am on 19<sup>th</sup> January 2023, Thursday.

**Cover Letter for the Submission of Technical Proposal and Financial Proposal**

[Firm letterhead]

[Date]

To

The Dean & CEO MTI-AMC & ATH

[Address mentioned in Data Sheet]

**Re: Technical Proposal and Financial Proposal in respect of [Insert title of assignment]**

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:



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**Important Note:** The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal by assigning the reason. The bids should be submitted in sealed envelope clearly mentioned “**BID (TECHNICAL & FINANCIAL PROPOSALS) FOR HIRING OF CONSULTING/CHARTERED ACCOUNTANT FIRM**”



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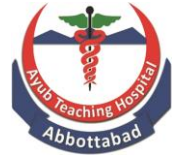


**Technical Evaluation Criteria**

<b>1. Registration/Affiliations</b>					
<b>S.No</b>	<b>Attributes</b>	<b>Category Marks</b>	<b>Obtained Marks</b>	<b>Documents Required</b>	<b>Remarks</b>
1.1	Firm with 05 years of experience no marks will be awarded but over 05 years two marks will be awarded for every incremental year upto maximum 30 marks)	30		Please Documentary Proof	
1.2	Foreign affiliation	05		Please Documentary Proof	
1.3	Established offices in Pakistan. 05 marks per office (Maximum 10 marks)	10		Please Documentary Proof	
1.4	Enlisted on SBP's Panel	05		Please Documentary Proof	
<b>Sub Total</b>		<b>50</b>			
<b>2. Relevant Experience</b>					
2.1	Specific Fixed Assets Valuation Experience of the firm. 05 marks for each project completed (Maximum 30 marks)	30		Please attach work completion reports/ Satisfactory Reports	
<b>Sub Total</b>		<b>30</b>			
<b>3. Financial Strength</b>					
3.1	Audited Financial Statements of the firm for last three years	10		Please Documentary Proof	
3.2	Annual Returns for the last three years	10		Please Documentary Proof	
<b>Sub Total</b>		<b>20</b>			
<b>Grand Total</b>		<b>100</b>			



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**Financial Bid Form**

From,

.....

To,

The Dean & CEO

Medical Teaching Institution,

Ayub Medical College & Ayub Teaching Hospital

Abbottabad

Having read and understood the contents of detailed advertisement, Instructions, terms and conditions, I/we hereby submit (in separate sealed cover) our Financial Bid as per financial evaluation criteria mentioned above.

Please fill the below mentioned table on firm's letter head duly signed and stamped and sealed separately and marked as financial proposal. Separately including the cost thereof and out of pocket expenses inclusive of all taxes.

	Cost	
	In Pak Rupees	In Words
Total Cost of the financial proposal including all the applicable taxes		



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